

4.6 MANAGEMENT REVIEW

Auditor Name and Date: _____

Organization and Department Audited: _____

Personnel Interviewed: _____

STANDARD REQUIREMENTS

4.6

Conforms (Y/N)

The organization's top management shall determine the intervals at which to review the environmental management system in order to ensure its continuing suitability, adequacy, and effectiveness.	
The management review process shall ensure that the necessary information is collected to allow management to carry out this evaluation. This review shall be documented.	
The management review shall address the possible need for changes to policy, objectives and other elements of the environmental management system, as well considering potential changes in light of the environmental system audit results, changing circumstances, and the commitment to continual improvement.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.6 Management Review: Supplemental Questions by Function		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	Please describe the management review process within your EMS?	
b.	How often are management reviews performed to ensure continuing suitability, adequacy, and effectiveness of the EMS?	
c.	Who determines the frequency of these reviews?	
d.	What information is collected and provided to management as a basis to perform the review?	
f.	Who takes part in the management review?	
g.	What changes have been made in the EMS as a result of the last review?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Please describe the management review process as outlined in your EMS.	
b.	When was the last management review meeting? May I see any records, minutes, or documents generated from that meeting?	
c.	Who attends these meetings?	
d.	How is the effectiveness of the EMS evaluated?	
e.	What information is provided to management to enable them to adequately review the EMS?	

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DOCUMENTS:

- ☐ Evidence that the management review was conducted (e.g., reports, meeting minutes).
- ☐ Procedure on conducting management reviews.
- ☐ Procedures modified on the basis of the management review.

EMS LINKS:

- Policy
- Environmental Aspects
- Objectives and Targets
- Communication
- Monitoring and Measurement
- Environmental Management System Audit